

LEGAL ASSISTANT

DISTINGUISHING FEATURES

The fundamental reason the Legal Assistant exists is to provide paraprofessional assistance to the legal staff to include legal research, preparation of memorandums and correspondence relating to a variety of legal issues in both the Prosecution and Civil divisions of the City Attorney's Office. This classification is not supervisory. Work is performed under general supervision by an Office Coordination Manager or Deputy City Attorney.

ESSENTIAL FUNCTIONS

PROSECUTION

Uses research tools thoroughly and efficiently; develops efficient research techniques.

Writes thoroughly, clearly and effectively with good organization and grammar.

Fashions persuasive legal arguments and uses appropriate legal authority.

Reviews files for presence of appropriate documents in a timely manner. Responds to discovery requests in an appropriate and timely manner. Updates disclosure as additional evidence or documents are located. Organizes and reviews trial files in a timely manner.

Schedules and attends witness interviews.

Motions and appeals are properly calendared and timely filed. Special assignment cases are properly calendared and followed up to resolution.

CIVIL

Provides attorneys with legal research and case law on a variety of civil and municipal issues.

Organizes case files and assists in discovery requests and provides litigation support.

Assists in preparation of zoning ordinances, resolutions and development agreement forms.

Prepares conflict of interest opinions and puts together orientation packets for members of boards and commissions.

Reviews new legislation.

Sets up private property rights appeals.

Assists in developing standard forms and setting up a directory of standard contract terms.

Responsible for organizing and setting up a research bank.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Legal terminology, principles, precedents, procedures and research methods.
Rules of Court, Evidence, and Discovery
City Ordinances

Ability to:

Perform legal research and use computer assisted legal research tools (Westlaw, Premise, Folio, Lexis)

Analyze, appraise and organize facts and evidence and present material in a concise and logical manner.

Review and interpret legal documents, statutes, ordinances and cases.

Be organized and able to prioritize work assignments.

Work with minimum direction and supervision to produce quality work under pressure.

Communicate professionally and effectively, both orally and in writing

Coordinate visual and muscular dexterity to enter data or information into a PC

Prioritize and meet changing deadlines

Communicate effectively with city officials, co-workers, and the public.

Operate a variety of standard office equipment including a computer terminal, telephone, copier and fax machine requiring continuous and repetitive arm, hand and eye movement.

Be proficient in using a personal computer, a variety of computer software, and other equipment essential to performing daily activities.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a bachelor's degree from an accredited college or university and/or a degree from an ABA approved legal assistant program and one year prior legal assistant experience.

FLSA Status: Non-exempt

HR Ordinance Status: Classified